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Approved For Release 2002/10/25 : CIA-RDP68R00530A000100050008-4

ADM-7.4

DD/ST# 5138-65

OEL 1324/65

MEMORANDUM FOR: Chief of

FROM: Director of ELINT

SUBJECT: Approval to Acquire Carpet on Local Market

REFERENCE: Memorandum of Conversation, Staff 159/65

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1. I have reviewed reference request and concur in the request for carpeting presented therein. Accordingly, I am authorizing the installation of the carpeting providing the total contractual expense does not exceed \$200.

2. This memorandum is to be attached to your imprest fund accounting to ensure that the audit staff or the Office of Logistics does not suspend payment of this item.

ILLEGIB

GEORGE C. MILLER
Director of ELINT
DD/S&T

APPROVED:

Director of Logistics

c/PO/CC

U.S. 1387

GROUP 1
Excluded from automatic
downgrading and
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Staff 159/65

MEMORANDUM OF CONVERSATION

SUBJECT: [] Support

1. This memorandum records the substance of a telephone conversation held on 27 October 1965 between Messrs. []

[] The purpose of the conversation was to present a requirement for carpeting in the Office of the Chief, [] This memorandum sets forth the justification presented by [] and requests approval for the purchase of same.

2. The Office to be carpeted measures 12 by 20 feet or approximately 27 square yards. [] indicated that industrial carpeting could be obtained locally for seven to eight dollars per square yard. Accordingly, [] requested approval to spend approximately \$200 for the carpet from his petty cash fund.

3. [] frequently convenes conferences with high level Air Force, NASA, etc. personnel in connection with Agency [] Moreover, the training facility will be used in training [] in Advanced Scientific Collection Techniques. The representational responsibilities of the station, combined with the fact that the Chief, [] position entitle him to carpeting, constitutes justification for approving this request. [] is located at []

4. [] requested that he be granted written approval to proceed with the purchase of carpeting.

Office of ELINT
DD/S&T

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